

SPPS

**STS. PETER AND PAUL
CATHOLIC SCHOOL**

2022-2023

Parent and Student Handbook

ACCREDITATION/MISSION/MOTTO/PHILOSOPHY	4
School Staff for 2022-2023	5
HISTORY	6
SECTION 1 ADMISSION POLICIES	7
101. Non-Discriminatory Policy	7
102. Applications for Admissions	7
103. Minimum Age Requirements	7
104. Transfer Students	7
105. Applications after Registration Deadline	7
106. Priority for Admission	8
107. Active, Participating Catholics	8
108. Parent Cooperation Statement	8
SECTION 2 TUITION AND FEES	9
201. Tuition	9
202. Unforeseen Circumstances	9
203. FACTS Tuition Management System	9
204. Payment Plan Options	9
205. Tuition Assistance	9
206. Delinquent Payments	10
207. Refunds and Withdrawals	10
208. Annual Fees	10
SECTION 3 STAKEHOLDER COMMITMENT	11
301. Advisory Council	11
302. Subcommittees	11
303. Volunteer Opportunities	11
304. School Fundraisers	11
305. Solicitation and Distribution Policy	11
306. Use of School Logo/Name	11
SECTION 4 COMMUNICATION	12
401. FACTS Family Portal	12
402. Knights News	12
403. Contacting Staff Members	12
404. Emergency Closings	12
405. Social Media Use	13
SECTION 5. SCHOOL SAFETY	13
501. Closed Campus	13
502. Safe Environment	13
503. Emergency Drills	14

SECTION 6. ATTENDANCE	14
601. State Requirement for Attendance	14
602. Tardies	14
603. Absences	14
604. Check Out/In Procedures	15
605. Absentee School Work	15
SECTION 7. MEDICAL CARE	15
701. Health Records	15
702. Medications	15
703. Illness or Injury	15
704. Contagious Illness	16
705. Hypersensitive/Allergy Student Registry	16
SECTION 8. FOOD AND NUTRITION PROGRAM	16
801. Oversight of Lunch Program	16
802. Water Bottles	16
803. Special Diets and Food Allergies or Aversions	17
804. Nut Free Campus	17
805. Healthy Snacks	17
SECTION 9. TRANSPORTATION	18
901. Modes of Transportation	18
902. SPPS Before School Care	18
903. REACH After School Care Program	18
904. Bus Transportation	19
905. Other Pickup Options	19
906. Traffic Flow	19
907. Arrival Procedures	20
908. Dismissal Procedures	20
SECTION 10. DRESS CODE	21
1001. Adherence to Uniform Policy	21
1002. Uniform Vendors	21
1003. Presentable, Appropriate and Conservative Wear	21
1004. Spirit Days and Special Dress Days	21
1005. 8th Grade Professional Dress	22
1006. Mass Attire	22
1007. Hair Cuts and Styles	22
1009. Dress Code	23
1010. Cell Phones/Technological Devices on Campus (Students)	24
SECTION 11. ACADEMICS	25
1101. Core Curriculum	25
1102. Field Studies	25
1103. Supply Lists	25
1104. TextBooks	25

1105. Technology	25
1106. Homework Policy	26
1107. Grades	26
1108. Signed Papers	26
1109. Late or Incomplete Work Policy	27
1110. Make Up Test Policy	27
1111. Parent-Teacher Conferences	28
1112. Report Cards	28
1113. Promotion/Retention	28
SECTION 12. STUDENT SERVICES	29
1201. Student Services Philosophy	29
1202. Advocate Program	29
1203. Individual Needs Committee	30
1204. Academic Intervention Services	30
1205. Resource Services	30
1206. After school Tutoring	30
1207. Middle School Office Hours	31
1208. Lafayette Parish School System Student Services Available	31
SECTION 13. DISCIPLINE POLICY	31
1301. Discipline Philosophy	31
1302. PBIS (Positive Behavioral Interventions and Supports)	31
1303. Knight of the Month	32
1304. SPPS Behavior Guidelines	32
1305. Behavior Management	32
1306. Conduct Grades and Consequences	33
1307. Search and Seizure	34
1308. Major Infractions	34
1309. Academic Dishonesty	35
1310. Bullying	35
1311. Threats of Violence	36
1312. Smoke Free/Drug Free Zone	36
1313. Weapons and Firearms Prohibited	36
1314. Theft/Vandalism	36
1315. Sexual Harrassment	37
APPENDIX A: ENROLLMENT CONTRACT	38
APPENDIX B: TECHNOLOGY ACCEPTABLE USE POLICY	40
APPENDIX C: DIOCESAN SOCIAL MEDIA POLICY	41
APPENDIX D: SEXUAL IDENTITY POLICY	43
APPENDIX E: ATHLETIC HANDBOOK	44

ACCREDITATION/MISSION/MOTTO/PHILOSOPHY

2022-2023 Parent and Student Handbook

This handbook provides information to parents and students on all aspects of school policies and procedures. The Principal and Pastor reserve the right to amend this handbook as needed.

Parents and students will be given prompt notice of the changes.

Accreditation

Received in 2017 and Renewed in 2021

Southern Association of Colleges & Schools (SACS) by Cognia Performance Standards

Mission Statement

Through the abundant spiritual riches of the Catholic Church, Sts. Peter and Paul Catholic School is dedicated to the formation of students focused on Catholic beliefs while delivering academic excellence that builds future citizens of the world.

Motto

Doing the Will of God.

Philosophy

We are all made in the image and likeness of God. Genesis 1:27

Vision is defined as the act of anticipating what is to come to be. The vision for our school includes three core elements:

- build community,
- experience success,
- continue to improve.

First, the cliché is true...it takes a village. To quote Saint Teresa of Calcutta, 'we can't do all great things; but we can do small things with great love.' All of us are responsible for the success of our school community. Second, we hope to create an environment where all students experience success. Every student should look forward to something at school that brings them joy. Finally, continuous improvement is our work everyday. Not everyone will be in the same place at the same time, but we should all be working at getting better. Over the course of our time together we want to hear the vision each of you have for our school and how we can make that a reality for children.

1301 Old Spanish Trail, Scott, LA 70583

Contact us at: (337)504-3400 or info@sts-peter-paul.org

Office Hours: Office hours are from 7:30 a.m. to 3:30 p.m.

School Hours: School hours are from 7:55 a.m. to 2:55 p.m.

School Staff for 2022-2023

Danielle Babineaux...Principal	Reverend Mark Derise....Chancellor/Pastor
Cassidy Richard...Assistant Principal	Reverend Suresh Mathangi...Parochial Vicar
Denise Broussard...Religion Director	Melanie Gaspard...Prekindergarten Teacher
Lisa Roberts...Technology Director	Michelle Roberson...Prekindergarten Teacher
Cherie Garrett...Counselor/Psychologist	Katie Bordelon...Kindergarten Teacher
Pamela Hautot...Curriculum Director	Lacie Barilleaux...Kindergarten Teacher
Mary Ligon...Secretary	Shannon Ridgdell...First Grade Teacher
Donna Quebedeaux...Bookkeeper	Nicole Copleand...First Grade Teacher
Elizabeth Swilley...Advancement Director	Allyce Comeaux...Second Grade Teacher
Mike Dufrechou...Athletic Director	Regan Robichaux...Second Grade Teacher
Renee Broussard...Librarian	Emily LeBlanc...Third Grade Teacher
Gwen Bertrand...Interventionist	Hilary Wynn...Third Grade Teacher
Karen Molbert...Resource Teacher	Courtney Taylor...Fourth Grade Teacher
Dani Comeaux...Makerspace Teacher	Celeste Bergeron...Fourth Grade Teacher
Beth Hebert...Music Teacher	Lindsey Leger...Fifth Grade Teacher
Missy Cannon...Art Teacher	Kacky Meaux...Fifth Grade Teacher
Dana Rivera...PE Teacher	Corissa Guidry...Middle School Math Teacher
Sandra Boudreaux...Resource Assistant	Paula Broussard...Middle School Science Teacher
Krystal Arabie...Teacher Assistant	Allyson Domangue...Middle School Reading Teacher
Tara Duplichain...Teacher Assistant	Hali Scanlan...Middle School Language Arts Teacher
Kelly Frey...Teacher Assistant	Kevin Magee...Middle School Social Studies Teacher
Jennie Larriviere...Teacher Assistant	Bonnie Kidder...Middle School Religion Teacher
Carral Menard....Copy Clerk	Lathan Charles...Custodian
Tammy Guidry...Cafeteria Manager	Billie Goodman...Custodian

ADVISORY COUNCIL 2022-2023

William Lavergne, Chairperson	Joe Aucoin, Facilities Committee
Jessica Jimenez, Events Committee	Alex Oehl, Secretary, Spirituality Committee
Sarah Lopez, Development Committee	Ryan Landry, Finance Committee
Sam Viator, Vice Chairperson, Athletic Committee	Steven Boudreaux, Athletics Committee

HISTORY

Sts. Peter and Paul Catholic School is situated on thirteen and half acres and owned solely by Sts. Peter and Paul Catholic Church located in Scott, a city located on the western edge of Lafayette Parish in south central Louisiana. Sts. Peter and Paul Catholic School officially became the 35th Catholic School in the Diocese of Lafayette on June 29, 2008, the feast day of Sts. Peter and Paul, with doors opening for 99 students in grades PK4-3rd grade and ten staff members.

Father Gilbert Dutel was the first Chancellor serving for one year before being reassigned; the playground area holds his namesake. Ms. Patricia Sonnier was hired as the school's first principal and served the school for two years.

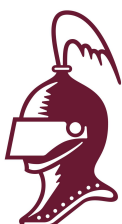
Under the direction of Chancellor Father Tom Voohries, Dr. Robert Richard assumed the role of principal in 2010 and remained the school leader for eight years. During his tenure, the school added additional grades and sections until it reached two sections of every grade from PK4-8th grade in 2017.

After a year of transition of pastors for the church, Father Mark Derise was assigned to the church parish and school in 2016 and brought stability and a vision for continued growth and community building. The school gained its first accreditation in 2017.

In 2018, Sts. Peter and Paul Catholic School hired its third principal, Mrs. Danielle Babineaux, who had previously served as the school's Academic Director for four years. Capital improvement projects such as paving the driveway and parking lot and the current construction of the Multipurpose Facility have positively impacted the school's continued growth. The school currently has an enrollment of 380 students in grades PK4-8th grade and employs forty-five staff members.



The school academic logo includes the school's official name and established date. The crest includes a center shield with three core elements representing the patron saints and the Knight mascot. The keys symbolize St. Peter, known for having the keys to the kingdom of God and with St. Paul, the sword for his martyrdom and a Bible for his epistles in the New Testament. The Knight head completes the image as a visual of wearing the armor of God.



The mascot logo, Knight head, is pictured to the left and is used on the school uniform, athletic wear, and fan gear. Use of this logo and the school academic logo or name must follow brand standards set by the school.

SECTION 1 ADMISSION POLICIES

101. Non-Discriminatory Policy

Sts. Peter and Paul Catholic School welcomes all students and does not discriminate on the basis of race, religious beliefs, gender, national origin or disability in administration of its educational policies, admissions, tuition assistance programs, athletic programs, and other school programs. The school makes a sincere effort to live up to its philosophy of educating the whole child in a faith-filled environment. The school seeks to serve all students who desire the benefits of a quality Catholic education. By enrolling in a Catholic school, the parents/guardians agree and understand to support the school in its teachings.

102. Applications for Admissions

Applications for admission are available on the school website under the admission tab. Registration of current students takes place in the fall of the current school year. Families must not have a delinquent balance to register and a zero balance from previous year to enroll in August. Applications for new students for the next school year are available on the first school day in January. The application must be completed and submitted electronically with all required documents uploaded by the last school day in January. The online application fee is \$20 for new families. If there are more applicants than available spaces, a waiting list will be composed based on the priority list.

103. Minimum Age Requirements

A child entering Sts. Peter and Paul Catholic School must meet the age requirement as stipulated in the State Department of Education Bulletin 741 (Nonpublic). Pre-Kindergarten (Pre-K4) students must be four (4) years of age by September 30th of the enrolled school year. Kindergarten students must be five (5) years of age by September 30th of the enrolled school year. All students must be potty trained regardless of grade level. An educational assessment of school readiness is conducted for informational purposes and proper placement.

104. Transfer Students

Applications within the current year are accepted and reviewed as completed. A copy of a school transcript, test scores, discipline records, and letters of recommendation will be required. Students transferring from non-public schools must also submit an accounting statement indicating zero balance. An interview of the parents and the student may be requested.

105. Applications after Registration Deadline

All applications submitted after the registration period will be added to the waiting list. An available spot does not guarantee admissions. Some situations may warrant special consideration in their level of priority for enrollment. These will be considered on an individual basis and the principal and the chancellor have the final decision on admissions.

106. Priority for Admission

An application for admission must be submitted prior to a student being considered by school for admission. Priority will be given to:

- Children currently attending Sts. Peter and Paul Catholic School;
- Siblings of children currently attending Sts. Peter and Paul Catholic School;
- Children of Sts. Peter and Paul Catholic School staff members;
- Children/siblings of Sts. Peter and Paul Catholic School Alumni;
- Children of active, registered parishioners of Sts. Peter and Paul Catholic Parish;
- Children of active parishioners of other Catholic parishes;
- The general public.

Note: If multiple students meet the above priorities for admissions, the principal and pastor will make the final decision on admissions.

107. Active, Participating Catholics

Our school is an extension of the Church to which its members belong. Active participation means families demonstrate regular mass attendance, church life participation (time and talent) and financial contributions to our church parish. A pastor form must be on file or families will be charged the non-Catholic subsidy fee of \$250.00/student.

108. Parent Cooperation Statement

An integral part of the educational philosophy of Sts. Peter and Paul Catholic School is the conviction that the school assists the parents/guardians in carrying out their primary responsibility of providing for the religious and secular education of their children. An ongoing positive working relationship between the parents/guardians and the school is critical to the success of the school and the students. As part of that working relationship, parents/guardians are expected to be involved as much as possible in the educational process, to refrain from conduct which thwarts the orderly administration and operation of the school, to support and participate in school activities, and to provide instruction to and set positive examples for their children both at home and in the community. While Sts. Peter and Paul Catholic School encourages the constructive exchange of ideas, feedback and suggestions intended to foster the continued growth and improvement of the school, Sts. Peter and Paul Catholic School is ultimately responsible for the orderly administration and operation of the school, including the policies and procedures implemented to achieve the school's goals. Sts. Peter and Paul Catholic School reserves the right to terminate the enrollment of any student(s) in the event that it is determined by the school's administration that (1) a positive working relationship between the school and the parents/guardians no longer exists and/or is irreparably damaged or (2) that the parents/guardians have failed to provide the support, assistance and example necessary for the religious and secular education to which each child is entitled. Furthermore, failure on the part of any student and/or parent/guardian to abide by the rules, regulations and policies as outlined in the school handbook may result in termination of the student's enrollment from the school.

SECTION 2 TUITION AND FEES

201. Tuition

As a nonprofit school, tuition payments largely cover staff salaries and benefits. Just as the cost of living continues to increase annually, increases in tuition help provide raises to staff members and offer competitive benefits to recruit and retain high quality personnel. Each year the advisory council, development committee, and finance committee review salaries and tuition in comparison to other schools in the Diocese of Lafayette to prepare tuition and fees schedules.

202. Unforeseen Circumstances

In the event of a natural disaster, disease outbreak or any other unforeseen circumstances which, in the judgment of the school administration, make it infeasible, unsafe or otherwise imprudent to continue campus-based education, school shall resume as soon as practical via distance learning and/or other methods adopted and/or developed by the school administration and faculty. Due to continuing financial obligations relating to operational costs, including administrative, faculty and staff salaries, there shall be no suspension, reduction or refund of tuition or applicable fees.

203. FACTS Tuition Management System

All families must be enrolled in FACTS, the online tuition management system.

- A checking account, a savings account or credit card is needed to complete the process.
- When using a credit or debit card there is a handling fee for charges.
- Enrollment Fee is an annual FACTS charge to set up plans.
 - \$20 fee for pay in full; \$50 fee for monthly payments.
- Down payment means school related fees, not including tuition.
- Tuition payments can be scheduled on the 5th or the 20th of the month.

204. Payment Plan Options

- Pay in Full with Discount (by July deadline)
- Pay in Full at anytime during the year; no discount
- Semi-Annual Plan (August & January)
- Monthly Payment Plan-10 months (July -May, excluding Feb)

205. Tuition Assistance

A limited amount of tuition assistance is available each year based on contributions made by donors. Applications for tuition assistance are due in late spring and decisions are made in early summer. Those families receiving tuition assistance are not eligible for the prepaid discount if tuition is paid in full. If a family has an unexpected financial hardship, they should contact the principal to see if tuition assistance can be provided.

206. Delinquent Payments

****Note:** NSF checks or payment failures will be charged a fee.**

- Tuition payments not received by 30 days after the due date will be considered in arrears with the following consequences: Student(s) will be prohibited from participating in extracurricular activities including but not limited to field studies and athletics. RenWeb will be disabled until payment is received.
- Payments not received by 60 days after the due date will be considered in arrears with the following consequences in addition to the ones mentioned above: Student(s) may be in jeopardy of not receiving the benefits of a Sts. Peter and Paul Catholic School education and experience. Registration for the following school year may be denied until accounts are paid in full. Transcripts and records of students transferring to other schools may be withheld until accounts are paid in full.

207. Refunds and Withdrawals

A family considering withdrawing their child(ren) from Sts. Peter and Paul Catholic School will be responsible for one month's advance tuition payment before the school will cancel the FACTS tuition agreement, including those who withdraw during the month of July. After the start of school, attending/enrollment for at least one day within a month constitutes that month's tuition due in addition to the one month in advance. If the family has prepaid the tuition in full, a refund will be issued for less one month's tuition.

208. Annual Fees

As a self-funded organization, the school depends on annual fees to cover many of the expenses incurred during the academic year. All fees are payable by the registration deadline in order to budget and prepare for the upcoming year. Payment of fees secures a student's place in the school for the coming year. **All fees paid at registration are non-refundable.**

Per Family Fees	2022-2023 Fee
Administrative - school utilities, insurance	\$150.00
Maintenance - repairs, replacements, contracted services	\$100.00
Per Student Fees	2022-2023 Fee
Registration -diocesan student fee, subscriptions, workbooks, ID cards, car signs	\$200.00
Supply -classroom materials and supplies	\$100.00
Technology -upgrades and repairs to technology, fiber service	\$50.00
PTO -class projects, teacher appreciation gifts, auction/raffle items for baskets	\$25.00
Church Subsidy -fund the gap of private education Paid by the family or the church for active, participating families as determined by Pastor	\$200.00
Non-Catholic -fund the gap of private education Families that are non-Catholic OR do not have a Pastor sign the subsidy form	\$250.00

SECTION 3 STAKEHOLDER COMMITMENT

301. Advisory Council

Sts. Peter and Paul Catholic School has established an Advisory Council to serve as an advisory body to the Pastor and Principal of the school. The Advisory Council, composed of parents and community members, speaks on behalf of the school community and works alongside the school leadership members for the betterment and advancement of the school. The Council has regular scheduled monthly meetings.

302. Subcommittees

Small-sized subcommittees are established for each to focus on organizing and facilitating events and advancement and improvement of a particular area of the school's operations. These include: development, finance, spirituality, fundraising, athletics and staff support (PTO).

303. Volunteer Opportunities

Parents and friends of the school are asked to volunteer during the school year. Volunteering is a great way to meet other families in the school and provide the needed manpower for events. Opportunities are available before school hours (morning car door openers), during school hours (assisting a teacher with tasks for the classroom or chaperoning a field trip), and after school hours in the evening or weekends (coaching a sports team, helping with fundraising events). If these times involve contact with students, the adult volunteer must be Safe Environment trained.

304. School Fundraisers

Fundraisers supplement the expenses of the school and help keep tuition costs down. Major fundraisers are the Book Fair, Skeet Shoot, Gala, Color Run and Knight's Golf Classic. Every family is expected to contribute a minimum of \$100.00/student to fundraising events annually. Some examples of contributions include: sponsorship for a fundraiser, purchase of a Gala ticket, Color Run package purchase, buying/selling golf balls, etc.

305. Solicitation and Distribution Policy

Students, parents and staff may not solicit or distribute for any cause on school property or school social media or electronic transmission without the written permission from the principal. If permission is granted, a \$50 promotion fee may be assessed.

306. Use of School Logo/Name

Written consent from the principal must be obtained before any individual, business, or organization can use the school logo or name for printing, designing, gifts, apparel, etc. Images may not be distorted, modified, or infringed upon in any way. Approved vendors may sell items with logo/name after obtaining annual permission and files.

SECTION 4 COMMUNICATION

401. FACTS Family Portal

FACTS (Renweb and Parentsweb) is an online platform which utilizes a Family Portal to allow parents to view grades, homework assignments, the school calendar of events and managing the financial responsibilities of tuition, fees and incidental charges. The district code is STSPP-LA. There is also a FACTS Academy Family App for SPPS available from the Apple and Android app stores.

Administrators have the ability to send email and text messages via FACTS. It is vital that the school be able to reach emergency contacts at all times. Access Family Portal by clicking on the demographic form and make necessary changes including authorized adults to pick up child(ren).

402. Knights News

A school newsletter is emailed to families to share happenings around school, notify of calendar events, and update school policies and procedures. Reading the newsletter is imperative to staying abreast of school information.

Weekly announcements can also be found in the church bulletin for Sts. Peter and Paul Catholic Church. These announcements are taken from Knights News and serve as a secondary reminder but are not all inclusive of the same information.

403. Contacting Staff Members

Email is a very effective means of sending questions or comments to teachers, administrators, or other staff members. A parent's first option to gain accurate information should be to reach out to the teacher, then an administrator, via email. A response will be given within 24 hours of normal business hours. Email nomenclature for faculty and staff is the first initial of the first name then last name @sts-peter-paul.org. For example - Danielle Babineaux dbabineaux@sts-peter-paul.org; Cassidy Richard - crichard@sts-peter-paul.org, and so on.

404. Emergency Closings

The emergency parent alert system will be activated at school and an email and text will be automatically made to the number(s) listed for the parent with the announcement of closure and action the school is taking. If time allows, an announcement will appear on our social media pages. In the event of an emergency closing Sts. Peter and Paul Catholic School **will not** utilize LPSS buses nor will REACH services be available. Thus, it is very important for parents to keep FACTS demographics information updated. Under most circumstances, if Lafayette Parish Public Schools close for inclement weather conditions, Sts. Peter and Paul Catholic School will also close, however the school administration, after consultation with the pastor, reserves the right to determine otherwise.

405. Social Media Use

The school's website www.sts-peter-paul.org is designed to provide school information to parents as well as the general public. The school also utilizes a public Facebook page under the school name as well as a private parent group (School Moms and Dads) to highlight events and send reminders.

While we utilize social media and online tools to communicate, if a parent has a grievance or concern regarding the school, social media is not the means for such communication. Email or schedule an appointment to resolve such issues. Parents who post defamatory, offensive or negative comments regarding the school, the diocese, or the church may be asked to withdraw their child(ren) from the school.

Students are also subject to disciplinary action and consequences as a result of social media posts which name or identify the school, its students, staff, or contain issues not aligned with the teachings of the Catholic church.

SECTION 5. SCHOOL SAFETY

501. Closed Campus

Sts. Peter and Paul Catholic School has a closed campus to ensure the safety of staff and students. All visitors must check in at the front office before going to any area of the school. A visitor's badge will be given to all checking in and must be worn while on campus. We ask that visitors refrain from taking photos while on campus. Visitors must also check out at the front office before leaving the school.

Security cameras are located throughout the campus and are monitored by school personnel. Any suspicious activity or persons on campus will be reported and investigated. In the event of a crisis involving law enforcement personnel, the school will defer to law enforcement procedures and request that parents do so as well. Please do not call the office, text or email staff members. The school leadership team will communicate to parents as needed.

Any items to be dropped off to students must be brought to the front office and the items will be delivered to the student. We prefer not calling the student to the office. Any non-academic items will remain at the front desk until they can be dropped off without disrupting class.

502. Safe Environment

According to Diocesan Policy "A Safe Environment for the Protection of Children and Young People" provides Sts. Peter and Paul Catholic School with a means of monitoring more closely everyone who has direct contact with our students. A person will not be allowed to attend or participate as a chaperone in field studies and other student related activities if their CURRENT certification is not available for Sts. Peter and Paul School to view / access.

The program educates the adult leaders of Sts. Peter and Paul on recognizing the signs of abuse. The following applies to anyone who has contact with students:

- Mandatory training session for all staff and volunteers who have contact with students. (Initial Certification 2 hour session)
- A criminal background check along with fingerprinting will be conducted on all staff and volunteers who have contact with children. Checks repeated every 5 years.
- Mandatory training of ALL staff and volunteers updated yearly. Recertification may be completed at Virtus.org.

503. Emergency Drills

Staff and students review and rehearse drills in an effort to be prepared for an emergency ensuring the quick safety of all. Staff utilize the Raptor App to quickly account for every individual and communicate with school leaders and/or local authorities. A detailed Crisis Management Plan is kept on file at the school and updated annually or after new information is learned. For the safety of all, the plan is not for public viewing.

SECTION 6. ATTENDANCE

601. State Requirement for Attendance

Every effort must be made to ensure your child is in attendance every day of school; excessive absences can hinder a child's educational process. According to policies in *Bulletin 741(Nonpublic)*, students must be in attendance at least 165 days, missing no more than 13 days, in each school year to receive grades and be promoted to the next grade level. In cases of absences numbering more than 13 days in a school year, according to Louisiana law, the student may be in danger of not being promoted to the next grade level. Exceptions can be only in extreme extenuating circumstances as outlined in the above mentioned Bulletin and must receive approval from the principal. This policy is a mandated state requirement.

602. Tardies

Students arriving at school late can be stressful for the child and also disrupt the rest of the class. All students are considered tardy after the 8:00 a.m. bell and must be checked in by an adult and receive a tardy slip to report to class. Excessive tardiness in a quarter (more than five) may result in a parent conference. The only excused tardies are those coming from a doctor and written documentation must be presented at the time of arrival. Three unexcused tardies equal a half-day absence and six tardies equal a full day absence.

603. Absences

Absences (and tardies or check out/in) from school are unexcused unless an excuse is provided from a medical professional or documentation for one of the following reasons: doctor visit for illness, contagious illness, death in immediate family, natural disaster. A student may not attend after-school functions such as games and performances on a day that he/she has been absent for more than one-half of the day.

604. Check Out/In Procedures

Checking out/in a child during school hours is excused only when a child has a necessary doctor's appointment. If a child is ill, they will be given permission to go to the front office where the receptionist will call the child's parent/guardian. If parents cannot be reached, the emergency contact person will be called. Any parent wishing to check out their child must report to the front office with a driver's license to scan and use the Raptor system checkout procedure. **No students will be allowed to check out after 2:30 p.m. or within 30 minutes of dismissal.**

605. Absentee School Work

A child must be symptom free as well as fever free for 24 hours before returning to school. A fever constitutes a temperature of 100.4 degrees or above. Upon returning to school, the child is responsible for any missed work and assignments and will follow the Makeup Policy for any missed tests. Parents can check Parent Portal for assignments and books online, if needed.

SECTION 7. MEDICAL CARE

701. Health Records

The Louisiana State Department of Health requires that all students have a current record of immunizations on file at the school. The student health records will be reviewed each year to ensure we are complying with regulations of the Louisiana State Department of Health. All health records should be kept up-to-date and on file in the student's portfolio. It is the responsibility of the parents to notify the school office of any changes.

702. Medications

Students may not keep medications (prescription or over-the-counter medications) in their pockets, purses, school bags or lockers. Parents may come to school during lunch/recess and administer medication to their own child if they so desire. If a student has a chronic medical condition requiring medication on a daily basis during school time and is under a doctor's care, the medication must be kept in the school office at all times. All medications to be given at school must be sent in the original container or prescription bottle and must be accompanied by a note from the parent stating the dosage and the time it is to be given. The parents must sign the note and medical forms must be updated each year by the doctor.

703. Illness or Injury

Parents will be contacted if a child becomes sick or injured. Please keep the information in Parent Portal demographics updated with any changes of emergency numbers. In case of a serious accident or emergency situation, 911 will be called and the child may be brought to the nearest doctor or hospital. Parents agree to provide medical insurance coverage for their child in the event he/she sustains injuries or illness while on campus or during school sponsored events.

704. Contagious Illness

Parents are asked to inform the school if their child becomes ill with a contagious disease (chicken pox, measles, pink eye, flu, lice, COVID, etc.) and if the student has been in contact with other students. The child is to remain at home until the contagious period has ended and he/she is well enough to attend school. If a child becomes ill at school with symptoms appearing to be a contagious disease (chicken pox, measles, pink eye, flu, lice, COVID etc.) the parents will be called to pick up the child until the nature of the illness can be verified. The school will follow recommendations for quarantine and are subject to change based on healthcare advice.

705. Hypersensitive/Allergy Student Registry

A Hypersensitive and Allergy Student Registry is maintained at the school. Parents must complete the appropriate form and include a written verification by a licensed physician or physician extender (Physician's Assistant/Nurse Practitioner). This information will be shared with all staff for the protection of the student. Medication for the students will be kept in the office and administered as directed.

SECTION 8. FOOD AND NUTRITION PROGRAM

801. Oversight of Lunch Program

The Food and Nutrition Office of the Diocese of Lafayette is in charge of the school lunch program. All students are required to participate in the School Nutrition Program.

Student cost per daily meal is undetermined at this time. Parents may pay lunch bills online at www.schoolpaymentsolutions.com or through the app My School Bucks. Bills will be sent home to parents for their child's lunch and are due upon receipt. Payment should be returned to the teacher and will then be given to the cafeteria manager. Unpaid lunch bills may result in registration for the following school year being denied until accounts are paid in full.

Students are not allowed to bring their own lunch nor can parents drop off or bring lunch for students. Every student is required to get a plate daily. School IDs are scanned to account for who has eaten lunch. Students are not allowed to share food at the dining table.

At this time, we do not allow visitors to join students for lunch.

802. Water Bottles

Students in PK-8th grade will be allowed to bring one clear, not tinted, water bottle. This bottle is not to exceed 24 oz. and must have a securely fitting screw top that is leak proof and spill proof. Touch free water stations are available for refill at the discretion of the classroom teacher.

803. Special Diets and Food Allergies or Aversions

If a medical condition exists that limits a student's diet, the parent will be referred to the diocesan nutritionist for consultation to determine how the cafeteria staff can prepare a special meal for those students on special diets. For students with dental or orthodontic procedures completed, soft food substitutes are allowed during the healing process.

804. Nut Free Campus

There are an increasing number of young children developing nut allergies; therefore, Sts. Peter and Paul Catholic School and the school grounds are nut free. No peanuts or tree nut products are allowed on the school grounds or in the classrooms. All food brought into the school is subject to review and could be denied distribution if it violates the nut policy.

805. Healthy Snacks

We encourage all of our students to bring in one nut-free, healthy snack to school each day. Snacks filled with sugar will not help the students with focus and concentration. This snack portion should be kept to around 100 calories. Items should be in a snack-sized ziploc bag or a one serving portion of the snack. Snacks should be sealed or in unopened packages. Students will not be able to share snacks with one another. We are a nut-free campus so parents should always read the labels to ensure that the snack does not contain nuts or was not made in a factory containing nut products.

Chromebooks should be closed and snacks should not be eaten around that area. No refrigeration will be available. Snacks will be stored in student backpacks or cubbies. Lunch boxes are not allowed. Some students may use Bento boxes or small containers with ice packs. Candy is not permitted as a snack. If a student forgets to bring a snack, they will not call home or have someone drop it off at the front office. In the event that students cannot follow the agreed upon guidelines for Healthy snack time, we will remove this privilege from their daily schedule.

Students in PK-4th grade will bring in a healthy snack each day and keep it in their classroom until the appropriate time for a snack. Snacks will remain in the classroom and all trash or leftovers will be thrown in the classroom trash can at the end of snack time.

Students in grade 5th-8th will bring a healthy snack each day and keep it in their morning classroom until the appropriate time for a snack. A bell will ring at the designated time and students will be allowed to eat their snack inside the classroom. They may go to the restroom at this time if needed. Snacks will remain in the classroom and all trash or leftovers will be thrown in the classroom trash can at the end of snack time. When the bell rings again, academic learning will continue.

Approved and Suggested Snacks:

Wheat thins	Goldfish crackers	Veggie Straws	Animal Crackers	Graham Crackers
Cheez-its	Triscuits	Popcorn	Crackers	Pretzels
Rice Cakes	Turkey or Beef Jerky		Belvita Breakfast biscuits	

Fruits & Vegetables: (such as apples, bananas, grapes, cantaloupe, strawberries, blueberries, pineapple, celery, cucumber, tomatoes) These will be eaten at room temperature because refrigeration is not available.

SECTION 9. TRANSPORTATION

901. Modes of Transportation

At the beginning of each school year, parents are asked to provide the school with information as to whether their child will ride a bus, be a car rider, or participate in aftercare (REACH). Please make sure your child knows the arrangements for pick-up prior to coming to school. For the safety of the children, any changes in transportation arrangement must be communicated by a written note in the planner or email to the teacher, the secretary and the principal as far in advance as possible but no later than one hour before dismissal. In cases of emergency, messages are referred to the office who will notify the teacher.

902. SPPS Before School Care

Students who sign up for before school care can be dropped off at the breezeway to a staff member beginning at 7:00 a.m. and until 7:20 a.m. If parents arrive after 7:20 a.m., the parent must get in the car rider line and drop off with normal procedures. No student may be left unattended on school grounds. Staff members take daily attendance of before care students and parents are billed either by the day, set of days or monthly rates. Before Care charges are billed through FACTS incidental billing.

903. REACH After School Care Program

After School Care is run by REACH and is provided for parents who are unable to pick their child up daily by 3:30 p.m. REACH is provided from 3:00p.m.-5:30 p.m. daily. Information for REACH is available on the school website at <https://www.sts-peter-paul.org/student-life/REACH.cfm>. Healthy snacks are served daily, peer and individualized tutoring is given, and physical fitness activities are done daily weather permitting. REACH staff members are trained and able to assist students with homework from grades 1-8 if necessary. Billing is done through REACH. A bill will be given at the end of every month for the balance to be paid on the first of the month. Payment must be given to a REACH staff member or mailed to the address listed on the bill. REACH will not be available in an emergency closing.

904. Bus Transportation

Currently, Lafayette Parish Buses are used to drop off and pick up children from Sts. Peter and Paul Catholic School. Each bus uses a satellite stop and does not pick up door to door. You must contact the driver so he/she knows he/she is to pick up/drop off your child. It is also important to get pick-up/drop-off times from the driver and inform him/her of when your child will ride the bus (morning/afternoon/both).

905. Other Pickup Options

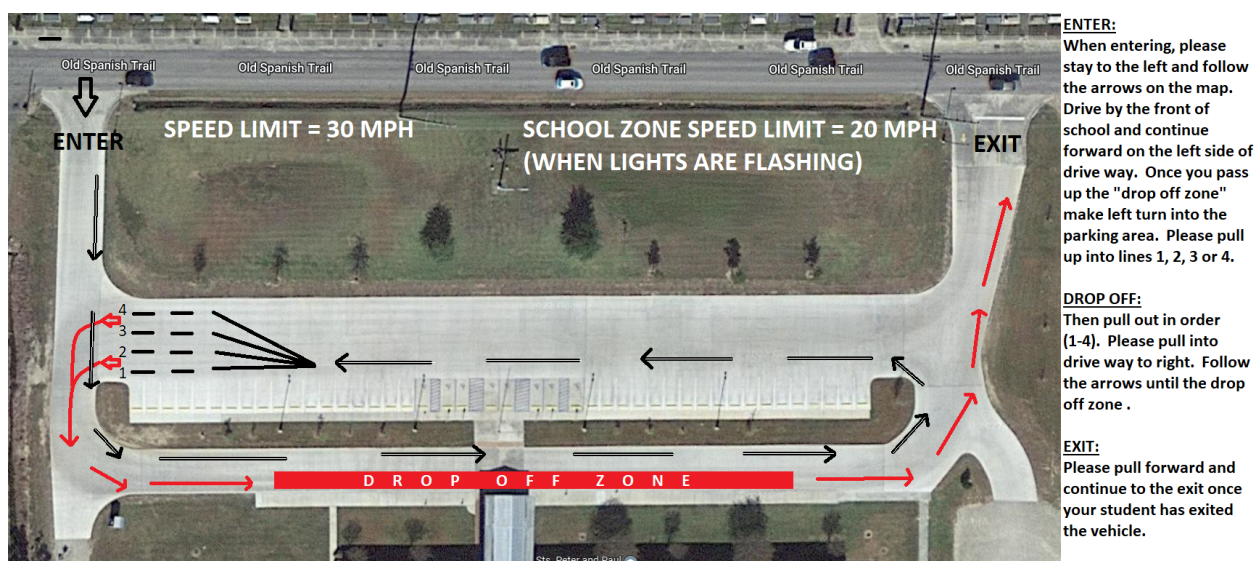
In the afternoons, a bus from Sarah's Daycare and a bus from Camp Calvary picks up students and brings them to their campus for afternoon care. This must be scheduled with each site.

906. Traffic Flow

NO CELL PHONE USE ONCE ENTERING THE CAMPUS DRIVEWAY

The intended flow of traffic as students arrive in the morning and leave in the afternoon is to move cars off of Old Spanish Trail and into our parking lot, while allowing vehicles ready to leave campus ample space to do so. Parking lot lanes are created (1, 2, 3, 4) and alternate entering the driveway to drop off or pick up. Pulling up close to the vehicle in front of you allows more vehicles in the lanes. Do not block the exit lanes on the east side (Piggly Wiggly).

Your cooperation in following the process is critical and we ask that you resist the temptation to circumvent the process. Please do not pull in from the west side (church) and get in the driveway lane unless there are no cars waiting in the parking lot; instead go around and use lanes in the parking lot or enter through the east side and enter parking lot lanes.



907. Arrival Procedures

The car rider line begins at 7:30 a.m. Students report to their homeroom class for morning recess. Duty teachers supervise students until the 7:55 a.m. bell rings signifying the start of the school day. Cars continue to be unloaded until 8:00 a.m. when the tardy bell rings. Any vehicles arriving after 8:00 a.m. will have to park and an adult must check students in the office.

Parents are discouraged from parking and walking students to the breezeway, however, in the event of an early morning appointment, this is allowed as long as it is not abused. Students, no matter the age, are never allowed to walk from the parking lot alone to the breezeway.

908. Dismissal Procedures

At the first dismissal bell at 2:55 p.m., all bus riders and after school care (REACH) will be dismissed. After this, staff will begin calling car riders for dismissal. Students will remain in the classroom, walking to the car line when called. Parents are given current year signs to place in their windshield so that school personnel can identify which children are to be placed in specific vehicles. If you do not have your sign visible, you will be asked for I.D. and asked to wait until I.D. is verified and approval is given. Please leave the sign in a visible position until the child is in the vehicle. This ensures efficient pick-up and less confusion in the car rider procedure. After school care (REACH) cannot be picked up in the car rider line and must wait until after the car rider dismissal process is complete. They must park, walk to REACH, and sign out their child.

Car riders not picked up by 3:30 p.m. will be sent to the After School Care program (REACH) at the expense of the parent. Students must enter and leave the school grounds through the front gates or side gates for bus riders and special cases approved by the principal. All bus riders and car riders must unload at the sidewalk. Parents are not to use the front parking lot to park and walk/ unload students as it disrupts the unloading process.

Parents are discouraged from parking and walking to the breezeway or office and asked to call students for dismissal, however, in the event of an appointment, a scheduled practice or an emergency, this is allowed as long as it is not abused.

Only students with an address within walking distance will be allowed to walk home or ride a bike from school. Sts. Peter and Paul Catholic School is not responsible for the students walking/biking to or from school until they arrive at or depart from the front gate of the school.

SECTION 10. DRESS CODE

1001. Adherence to Uniform Policy

All students who attend Sts. Peter and Paul Catholic School must wear the approved school uniform beginning on the first day of school. If for any reason students are unable to adhere to the dress code policy, their parents must contact the principal prior to their arrival at school. Students not in compliance may have to call home for a change of clothes and may be issued a conduct mark.

1002. Uniform Vendors

School Time Uniforms and Uniformity are the exclusive vendors for Sts. Peter and Paul Catholic School. Each vendor has a copy of our school policy and can answer most questions about requirements, however, the school has the final say in dress code.

School Time Uniforms

1875 A West Pinhook Road
Lafayette, LA 70501
337-988-9740 or 337-234-1248

Uniformity

2800 W Pinhook Road Suite 12
Lafayette, LA 70508
337-205-0200

1003. Presentable, Appropriate and Conservative Wear

As a private, Catholic school, dress attire should always reflect taking pride in one's appearance. Each student's presentability is expected to dress in such a way that shows respect, modesty, and appropriate choices. All clothing should be visually appealing, free from fading, peeling, containing holes, or being ripped or torn in any way. Not too tight, too short, or too baggy. The school administration will make the final determination regarding what is acceptable and appropriate dress.

1004. Spirit Days and Special Dress Days

- The last Friday of every month is considered Spirit Day. Students may wear the current year's spirit shirt or a Class Spirit shirt (classic burgundy or gray shirt with school name and Knight on the back) with blue jean pants, blue jean shorts or uniform bottoms. Jean shorts/skirts must be appropriate length (no less than 3" above knee) or the student will call home for a change of clothes. Jeans may not be ripped, frayed, or distressed. School socks and shoes are worn.
- School club shirts or athletic school team shirts can also be worn on spirit days with jeans or on meeting days/game days (except on Mass days) with school bottoms. Undershirts must be worn with sleeveless game shirts.
- On special dress days designated for university spirit (UL or LSU) or professional sports (Saints) students can wear team shirts, jeans or uniform bottoms. School socks and shoes are worn.
- Free dress days for incentive may be scheduled throughout the year. Students must dress appropriately. Students are not permitted to wear halter tops, tank tops, crop tops, or spaghetti strap tops. T-shirts are allowed, as well as jeans. Leggings and athletic shorts for girls are not allowed. Shoes and sandals must have a back strap. No pajamas or onesies may be worn.

1005. 8th Grade Professional Dress

Girls may wear dresses or skirts but dresses or skirts should not be more than 3 inches above the knee, no backless shoes, no high heeled shoes. They may also wear dress slacks with a blouse. Shoulders must be covered, no tight fitting outfits, no makeup or nail/toe polish. Boys may wear a polo style shirt or button up shirt (long or short sleeved) with a collar and slacks. Boys are encouraged to wear a tie. They may wear a suit if they wish, but this is not required. No jeans or shorts for either boys or girls are permitted. No hoodies may be worn. Students are not allowed to change later in the school day. Students may choose to wear their school uniform.

1006. Mass Attire

- Girls must wear a skirt, skorts with full skirt in front and back, jumper or plaid pants.
- Students in PK-2nd grade wear burgundy uniform shirts while 3rd-8th grade students wear the white oxford shirt. Collar buttons (on side) must be buttoned for boys and girls.
- A school tie is required with the top button buttoned for boys in 3rd-8th grade.
- No hoodies are allowed to be worn on Mass days, even once returning to school.

1007. Hair Cuts and Styles

- Haircuts must be above the eyebrows, above the ears and collar for boys.
- Hair must be natural in color (not dyed, colored, tinted or bleached). The style of the hair cannot be distracting; no mullets, shaved heads or mohawks. The administration has the final determination on whether hair styles, lengths and colors are appropriate for school.
- Boys cannot have facial hair.

1008. Additional General Uniform Notes

- Shirts must be tucked in at all times, no rolling or folding the shirt instead of tucking it in.
- Pants and shorts with an elastic waistband do not require belts. Belts must be worn if there are belt loops. Belt loops may not be cut off and sizes 8+ require belt loops.
- In inclement cold weather, students may wear non school outerwear that is thicker than school outerwear. Students should not wear cold weather clothing during warm days.
- Knit caps, gloves and scarves may be worn on extremely cold days but must be removed indoors.
- Students cannot have temporary tattoos or any type of writings on their body.
- No fingernail polish, not even clear polish. No makeup can be worn by students.
- Jewelry cannot be distracting or hazardous to play (no hoop style or dangling earrings). No piercings other than ear piercings are allowed. Boys cannot wear earrings.
- Simple watches are allowed, but Apple watches, Smart watches, or watches that receive or transmit information are not permitted.
- Student IDs must be worn and visible at all times by all students. IDs must be clear of writing and stickers and barcode must be intact for scanning. School lanyards are available for sale in the office to 5th-8th grade students only.
- Mask or face coverings must be appropriate for a Catholic school and cover the nose, mouth and chin area. All masks should be labeled with the student's name.

1009. Dress Code

Boys' and Girls' Uniforms

ITEM	COLOR	STYLE	COMMENTS
Knit Polo and/or Dri Fit	Burgundy		SPPS Knight head and name patch
Undershirts	White/Black/Gray	Short or Long sleeve	No visible wording or logos
Belt	Brown or Black		No decoration or large belt buckles
Socks	White/Black/Gray	Crew or long	Can have a logo in white/black/gray
Shoes	White/Black/Gray or any combo of those three	Athletic Tennis Shoe	Mary Janes allowed (black saddleback only) Keds allowed (blue logo on heel ok only) Hey Dudes are not allowed
Oxford Shirt (Mass attire) 3rd-8th grade only	White	Long or short sleeved	SPPS logo on left pocket
Sweatshirts	Burgundy	SPPS plaid stitched SPPS Club screen	Must be labeled with child's name Purchased at uniform vendors
Sweaters/Cardigans/Jackets	Burgundy	School styles only Can be monogrammed	

Girls' Uniforms

ITEM	COLOR	STYLE	COMMENTS
Peter Pan Collar Shirt	White	Button down	Only under the plaid jumper Can be monogrammed
Plaid Shorts	SPPS plaid		Must be 3" from knee or longer
Plaid Skirts/Skorts	SPPS plaid		Must be 3" from knee or longer
Plaid Pants	SPPS plaid		
Gingham Dress	Burgundy and white	With bloomers	PK and K girls only
Jumper	SPPS Plaid		White Peter Pan shirt underneath
Bloomers/Under Shorts	Burgundy/Black/White		
Tights/Leggings	White/Black/Gray	Footed; Solid; Opaque	
Hairbows/headbands	School plaid/burgundy/ white/black/gray		On spirit days or free dress days, hair pieces may match outfit

Boys' Uniforms

ITEM	COLOR	STYLE	COMMENTS
Shorts	Gray		Must be 3" from knee or longer Knight head logo on back right Sizes 8+ require belt loops and a belt
Pants *required for Mass	Gray		
Ties *required for Mass	Multicolor School Tie	*Only available at School Time Uniforms	3rd grade-clip style; 4th+ regular necktie Length to belt;

1010. Cell Phones/Technological Devices on Campus (Students)

Students are not allowed to carry cell phones, tech tablets, or smart watches during the school day. If there is ever an extenuating circumstance that warrants bringing a device to school, the device must be left in the office for the duration of the school day. Failure to check in the office will result in disciplinary action which may include conduct marks and detention.

SECTION 11. ACADEMICS

1101. Core Curriculum

Sts. Peter and Paul Catholic School affords students an opportunity to address grade level standards in religion, reading, language arts, mathematics, science, and social studies. This core curriculum of skills and information will be enhanced by fostering learning that requires students to process what is taught. Catholicism is essential and central to the curriculum of Sts. Peter and Paul Catholic School. Students will have a period of Catholic Religion each school day, as well as immersion of religion in each class. Learning will be enriched with music, art, physical education, makerspace, library and technology. Qualifying 8th grade students may enroll in an Algebra I course and receive high school credit.

1102. Field Studies

Field studies are afforded to students to enhance the learning process. Students who fail to meet academic or behavioral requirements can be denied participation in a field study at the discretion of the teacher and administration. Permission slips must be signed by the parent or guardian and returned to school by the stipulated deadline along with payment if required in order for the student to participate in the activity. No over-the-phone, faxed, or hand-written permission will be accepted. The dress code for a field study is the school uniform. Students attending field studies must return to school with the group. All persons chaperoning field studies must have CURRENT Safe Environment training. This training must be done at least THREE weeks in advance of any field study so the certification can arrive at the school well in advance of the field study.

1103. Supply Lists

Parents are assessed an annual fee for each child's supplies at registration. School supplies (paper, pencils, composition books, colors, scissors, etc.) are purchased by the school. A student backpack will need to be purchased. No rolling backpacks are allowed.

1104. TextBooks

Most textbooks are available online. Students are responsible for school issued textbooks, workbooks, and library books. Books will be used by a number of students through the years. Students must **NOT** write in books, tear pages, fold corners, etc. unless they are noted as consumable or interactive. They are to keep books clean for the next student to use them. Parents are responsible for paying for lost/damaged books.

1105. Technology

Every classroom is equipped with technology and all students are assigned individual devices to assist in their learning. Inventory and inspection of devices occur several times a year and any device needing repair due to damage will be charged to the parent. Devices do not leave campus and are property of the school. A technology policy follows this handbook.

1106. Homework Policy

Assigning homework is done at the discretion of the teacher. Homework serves the following purposes: provides essential practice and needed skills, enhances development of independent study habits, enriches and extends school experiences, fosters contact with out-of-school learning resources, and promotes growth in responsibility.

As a reference, parents may check ParentsWeb for posted homework assignments, however, the agenda book trumps ParentsWeb since changes may be made. Grading of homework is optional and may only count for 10% of the grade. Homework grades are only to be graded for completion and not for accuracy.

According to the developmental level of the student, assignments are such that they can be completed within a reasonable amount of time. It is the student's responsibility to inform his/her parents of homework assignments and to complete them to the best of his/her ability. Students are to record their homework assignments in their agenda/planner. Parents should check these daily to keep aware of their child's work in school. Parents can best support a child in this learning process by:

- Establishing a routine homework time and place (without distractions).
- Encouraging his/her child to work independently to teach a life-long value of work ethic.
- Discuss the new things learned in class weekly.

1107. Grades

Sts. Peter and Paul Catholic School utilizes FACTS to record academic progress including grades for students in 3rd-8th grade. This information is available and live 24/7 to parents, with the expectation of the end of the quarter for reporting. Grades should be entered into FACTS within three days after any student assessment is submitted for grading. Each grade cluster has a grading policy sheet with agreed upon grading practices regarding number of assignments, point values, and category distribution. Students should have ample opportunities to reflect their knowledge.

1108. Signed Papers

Pre-K –4th grade – Student work and other information will be sent to parents in a manner and time appropriate for this age group. Teachers should communicate with parents as often as necessary for parents to be well aware of the academic and social progress of their child. Grade Level Cover sheets are used to communicate and expected to be signed by the parents and returned in a timely manner. If a parent requests to hold on to or copy signed papers, the teacher must be notified and the papers returned at a later agreed upon date.

5th - 8th grade– It is the responsibility of individual students to share with parents information about their academic progress recognizing that information concerning grades and behavior are available through RenWeb. Individual assignments and/or tests should be returned to the students in a timely manner. Students will be given the opportunity, as part of homeroom time, to review and record grades on a weekly basis.

1109. Late or Incomplete Work Policy

Homework, classwork, or projects are due on the date specified by the teacher. Late work receives point deductions each day that it is late. Incomplete assignments will be graded with the material that has been completed by the student at the time it is due.

- Late 1st day - 10% off
- Late 2nd day - 25% off
- Late 3rd day - 50% off grade
- Zero recorded after Day 3

1110. Make Up Test Policy

Make-up work will be administered at the teacher's discretion in the classroom for grades PK-5th. Make-up testing is offered twice a week for grades 6th-8th in the library, before school. A student is given two opportunities from the day of return from absence to make up missed tests. Guidelines for missed tests are as follows:

- Students are expected to complete a makeup test upon their return to school on the next available make up testing date. For example, if a student misses school on Wednesday and returns to school on Thursday, they are expected to report for makeup testing that Thursday morning. If a student misses school on a Friday, they are expected to report for make up tests on the following Tuesday morning.
- Any student missing fewer than two days of school and not making up a test on the next designated make-up test session may be asked to take a different form. This will occur unless prior arrangements have been made with the teacher and a valid reason is given.
- Students missing make-up tests due to illness, doctor appointments or a death in the family should contact the teacher as soon as possible.
- Students who have multiple make up tests to take will meet with the Test Proctor and determine a plan of action to complete all tests in a timely manner.
- Teachers are responsible for emailing the parents and communicating with the student regarding any test that is missed and when they are expected to report for make-up testing.
- The teachers send labeled test papers to the designated folder in the staff room so that it is readily available for the Test Proctor labeled with the students name, the teacher's name, and date that the test will expire on the top right hand side of the test. The test expires after 2 make-up opportunities on a Tuesday or Thursday.
- If there is a question, the principal may make a final decision on missed make-up tests.

1111. Parent-Teacher Conferences

Parent-Teacher Conferences are another important means of discussing student progress. Conferences may be requested by the teacher or parent. In addition, a day in the fall semester is set aside for parents to schedule a conference with the teacher. Parents wishing to have a conference with a teacher or with the teacher and other staff members should call or email the school in advance to request an appointment. Calling a teacher's personal number or unannounced visits to the classroom are not allowed.

1112. Report Cards

At the end of each nine weeks, parents will receive a paper report card and have access to report cards on Parent Portal. In PreK, Kindergarten, 1st and 2nd grade report cards will indicate what academic and adaptive skills are being developed or mastered by the student. Much of the evaluation of students this age is on an individual basis. In 3rd Grade through 8th Grade, a grading scale is used for all subjects. Actual points earned divided by total points of all assessments will be used to determine averages. Grades are based on tests, quizzes, projects, homework and class work. No grade lower than a 60 F will be recorded on the report card so that students have an opportunity to recover should other grades indicate mastery of skills.

PreK-2nd Grade Grading Scale		3rd-8th Grade Grading Scale	
4	Exceptional mastery beyond the standard	A	100-94
3	Meets grade level standard	B	93-87
2	Partial understanding of the standard	C	86-76
1	Extra support needed for the standard	D	75-70
		F	69-60

1113. Promotion/Retention

Promotion is based on several factors including academic achievement, standardized test scores, teacher assessment, and general readiness (language, visual and auditory perception, and motor skills, maturity, social adjustment, and attendance).

Pre-K, Kindergarten, First and Second Grade

At the Pre-K, Kindergarten, first, and second grade levels, promotion is based upon the child's ability to function emotionally, academically, and socially within the group and mastery of essential skills. If a child is found to be weak in any of these areas and retention is considered, parents will be notified to schedule a meeting with the teacher and school leaders to determine appropriate remediation and/or retention for the following year.

Third and Fourth Grades

At the third and fourth grade level, students must pass Reading, Language Arts, Mathematics, and Religion with a final grade of 70% to be promoted to the next grade level. If a student fails two (2) of the following subjects (Spelling, Social Living, Social Studies, Science, P.E. or Music) with a grade below 70%, promotion and / or remediation will be determined by the administration.

Fifth through Eighth Grade

Mathematics, Language Arts, Reading, Science, Social Studies, and Religion must be passed with a minimum final grade of 70% (D). Students failing any of these academic subjects will be required to participate in and successfully complete the Lafayette Parish School System (LPSS) summer school program or Sts. Peter and Paul Catholic School Religion summer school program in order to be promoted. If a student fails one or more of the following subjects (Social Studies, Science, P.E., Music, Elective and Religion) with a grade below 70%, promotion and / or remediation will be determined by the administration and pastor.

SECTION 12. STUDENT SERVICES

1201. Student Services Philosophy

Sts. Peter and Paul Catholic School recognizes that all students learn in different ways. Additional support may be needed in order for some students to be successful in school. A variety of programs have been established to help identify students who have additional challenges and our staff is committed to addressing the individual needs of our students. There may be situations where Sts. Peter and Paul Catholic School cannot meet the individual needs of a student and another setting needs to be considered for the benefit of the student.

1202. Advocate Program

Sts. Peter and Paul Catholic School Adult Advocate Program is designed to Communicate to Help Everyone Excel & Reach Success (CHEERS). Students in PreK-4th grade are assigned to their homeroom teacher. Each student in grades 5-8 is assigned a staff member to advocate for them for the year. Our goal is to assure that every child grows academically, spiritually, emotionally, and socially while under our care. Upper hall students are expected to share their grades weekly in a spreadsheet with their advocate. This spreadsheet may also contain dialogue between the student and advocate in efforts to support and guide students towards a successful school year. Advocates should find opportunities to check in and communicate with their assigned students at least once per month. Some ideas for advocates to connect with students are leaving special notes/cards/messages or small treats in lockers, scheduling lunch dates with students, giving bible verses and inspirational or motivational quotes to students, and being present and available when needed for advice or support. Any social/emotional concerns of students should be reported to the School Counselor/Psychologist.

1203. Individual Needs Committee

The Individual Needs Committee or INC, is a team of teachers and professionals that meet to discuss the individual needs of our students. The purpose of the meeting is to assist students who qualify for minor classroom adjustments either for academic, behavior, social or emotional needs. In order for a service plan to be set in place the identified impairment has to substantially interfere with the educational process. A referral form should be completed and turned into the INC committee and then a meeting will be scheduled to discuss further academic or behavioral support that may be given to students.

1204. Academic Intervention Services

Academic intervention may be provided for some SPPS students who would benefit from additional tutoring support. These services are provided by a SPPS certified teacher during school hours on our campus. Benchmark and standardized testing data are reviewed at various times during the school year to determine those students who qualify. Students are pulled in small groups or on a one on one basis as needed. Various teaching strategies are used and progress is monitored for each student.

1205. Resource Services

Special services and accommodations can be provided to some students who have an educational evaluation along with a diagnosis and require a Service Plan. Not all requested accommodations can be provided therefore a meeting must be scheduled with school personnel and parents to determine the appropriate action plan. Resource services are provided by a SPPS certified teacher during school hours on our campus. This teacher collaborates with the homeroom teacher regarding teaching schedules and specific student academic support needed.

1206. After school Tutoring

Staff members are allowed to provide after school tutoring services for students. The parent will contact the tutor to set up day, time, and payment. The tutor will use a classroom for the tutoring session(s). Tutoring will not take place on campus after 5:30 for the safety of the tutor and the student. The cost of tutoring is \$50.00 an hour/individual or \$25.00 an hour/small group. The tutor will advise on preferred payment options. Payment should be received the day of service. A student must have an 80/C average or below in content subject area to qualify for tutoring services. Grades will be checked by the tutor before tutoring sessions are started. The parent and the tutor will collaborate on the length of time tutoring is necessary/appropriate. A tutor cannot provide tutoring services to a student in a subject, if the teacher gives the student grades in that subject area.

Parents cannot be in the school building during tutoring sessions. Parents may park in the front driveway and the teacher will walk the student to the breezeway for pick up.

1207. Middle School Office Hours

Our middle school teachers will be available to students if they need additional explanation on classroom instruction by appointment only. The teachers should be contacted by school email to set up a meeting date and time. These meetings are for students who have questions about classwork, need personal assistance, or additional computer time. This is not a tutoring session. This is an informal session for students to get classroom or homework questions answered away from regular class time.

1208. Lafayette Parish School System Student Services Available

- Title 1 Tutoring from LPSS (1st-3rd grade Reading tutoring and 4th-8th grade Math tutoring) These services are free of charge and provided once per week for 30-50 minutes from a certified teacher employed by Lafayette Parish School System. A review of standardized testing data and benchmark data is used to determine students who qualify for these tutoring services. Parent permission forms are required for students to enroll.
- Speech Services - Offered to students who qualify in grades PK-8. Referral forms for LPSS must be completed and speech screenings and testing determined those who qualify. Speech services are provided by Lafayette Parish School System and conducted during school hours on our campus.
- Physical Therapy & Occupational Therapy - Physical therapy and/or occupational therapy services may be provided for students with an educational evaluation and have been diagnosed with a disability. Lafayette Parish School System provides these therapists and services are conducted during school hours on our campus.

SECTION 13. DISCIPLINE POLICY

1301. Discipline Philosophy

As disciples of Christ, students are to be taught acceptable behavior followed by holding them accountable for their behavior. Students are taught what is acceptable behavior in the classrooms, halls, library, chapel, cafeteria, and playground. Students are expected to conduct themselves in a manner acceptable to the Catholic school environment by being responsible, respectful and safe.

1302. PBIS (Positive Behavioral Interventions and Supports)

PBIS is a multi-tiered approach to discipline to improve the social, emotional and behavior support for students in 3rd-8th grade. Expectations are stated in positive terms to reinforce the expected behaviors. Students with good behavior are recognized and rewarded.

PBIS Rewards-SPPS utilizes an online platform where students are awarded points by staff members when they exhibit positive behaviors. These points are accumulated throughout each quarter and can be redeemed for incentive prizes.

1303. Knight of the Month

Core Essential Values are taught in classrooms and reinforced each month. Students who exhibit these values can be rewarded with Core Value gift cards, class incentives, and/or recognition as Knight of the Month.

1304. SPPS Behavior Guidelines

Be Responsible (minimum 1 conduct point deduction for violation):

- Be prepared for school/class with work and necessary materials
- Follow directions and be attentive to the teacher or peers
- Wear the proper uniform, including ID, at all times
- Arrive on time for classes or other activities and events
- Consuming gum, candy, and other treats only with approval

Be Respectful (minimum 2 conduct point deduction for violation):

- Respect and courtesy towards all teachers, school personnel, and students at all times
- Be appropriately reverent and attentive during liturgies and prayer time
- Display appropriate behavior to others during learning or other experiences
- Ask permission to speak and listen when others are speaking
- Take appropriate care of personal materials or school property

Be Safe (minimum 2 conduct point deduction for violation):

- Appropriate use of technology on and off campus
- Enter a classroom or office only with supervision from a staff person
- Use of play or equipment in such a way that is safe to others
- Move about the school grounds in a safe, orderly way
- Keep arms, feet and objects out of harm's way from self and others

1305. Behavior Management

Pre-K – 2nd Grade

Behavior for the students in Pre-K through Second Grade will largely be handled in conjunction with classroom management interventions and strategies. Each homeroom teacher must have a systematic way of monitoring behavior and this shall be shared with all parents at the start of school. All consequences for misbehavior must be communicated to the parent, either by the agenda book note, phone conference or email. Students who need additional assistance will be addressed on an individual basis with input from parents and school leadership.

3rd Grade – 8th Grade

Teachers will employ various classroom management strategies to assist students to understand, know and abide by school expectations. Minor infractions resulting in a student **NOT** being safe, responsible and/or respectful will result in conduct mark(s) being given. The teacher will decide the appropriate amount of points to deduct based on the infraction and behavior regarding the specific situation. Some infractions will be considered severe enough to warrant a "Major Infraction" directly.

Students are always held accountable for their behavior while representing the school or attending school events after hours and/or off campus.

Students must be told when they receive a conduct mark and the conduct mark must be recorded in RenWeb before 5:00 p.m. on the date of the incident. The only exception would be if after notifying an administrator, further investigation is needed. Whole class/grade level punishments are not allowed.

1306. Conduct Grades and Consequences

A - Conduct grade 100-94 (0-6 demerits)

It is possible to have up to 6 demerits (points) deducted for minor infractions and still have an A in conduct. Parents are notified via RenWeb email when conduct marks are issued.

B - Conduct grade 93-87 (7-13 demerits)

When a conduct grade becomes a B or after receiving seven or more point deductions from their conduct grade, a recess detention will be issued. A parent email will be sent by the homeroom teacher and a conference may be scheduled to determine a plan of action to change the behavior.

C - Conduct grade 86-76 (14-24 demerits)

Having an 80 or lower will jeopardize eligibility for school sports participation and having a C in conduct will keep the student off of the honor roll. A morning detention will be issued after receiving a total of fourteen conduct marks.

D - Conduct grades 75-70 (25-30 demerits)

When a conduct grade becomes a D, additional morning detention or suspension may be issued.

F - Conduct grade 69 or lower (31 or more demerits)

If a student receives an F in conduct, additional consequences may be issued, including additional suspensions, and/or possible expulsion from Sts. Peter and Paul Catholic School

Possible Additional Consequences (PK-2):

- Loss of Privileges-recess time or ancillary classes
- Parent Conference or Administrator Conference
- Meeting with Counselor
- Removed from class
- School Service Job
- Sent home for the remainder of the day
- Suspension from school
- Expulsion from school

Possible Additional Consequences (3rd-8th):

- Loss of Privileges-recess time or ancillary classes
- Parent Conference or Administrator Conference
- Meeting with Counselor
- Removed from class
- School Service Job
- Sent home for the remainder of the day
- Morning detention or Recess detention
- Suspension from school
- Expulsion from school

Detentions-issued for an accumulation of conduct marks or a major infraction. The Assistant Principal will notify parents and the homeroom teacher that a detention has been scheduled.

Suspensions-students who commit major infractions or repeatedly get minor infractions and do not respond to the consequences of conduct marks and detention will be assigned an out of school suspension. When suspended, the student may not participate in school events, including athletic games, that day and may not receive full credit for school work assigned. A meeting may be held to determine if Sts. Peter and Paul Catholic School is the best environment for the student's success.

Expulsions- If any student and/or his parents cannot make progress toward conformity in the school situation, further action will be taken, which can include the student being asked to find another educational setting. In rare cases the setting of Sts. Peter and Paul Catholic School is not suited for a student's individual, behavioral needs and parents must find an alternate setting for the student for the remainder of the school year. In these cases, enrollment for the following academic year is denied.

1307. Search and Seizure

Any teacher, principal, or administrator may search any building, desk, locker, area, or grounds as well as any person or personal belongings for evidence of violation of any policy. Random searches may be conducted at any time.

1308. Major Infractions

Issues which may justify a Major Infraction descriptor are:

Fighting Vandalism Stealing Bullying/Cyberbullying	Academic Dishonesty/Cheating Threats of Violence Smoke, Vaping, use of Alcohol, or drugs Possession of weapon or firearm Sexual Harassment	Profane/Vulgar Subject Matter Technology Use Violation Repeated Misbehavior Any other serious offense
---	--	--

When a Major Infraction occurs the student will immediately be referred to the office and parents will be contacted to discuss the incident and consequence of action. A minimum of ten points will be deducted from the student's conduct grade. In addition, a detention or a suspension may be issued regardless of the cumulative conduct grade.

1309. Academic Dishonesty

Academic dishonesty or academic misconduct is any type of cheating that occurs in relation to a formal academic exercise. It can include

- Plagiarism: The adoption or reproduction of ideas or words or statements of another person without due acknowledgment.
- Fabrication: The falsification of data, information, or citations in any formal academic exercise.
- Cheating: Any attempt to give or obtain assistance in a formal academic exercise.

1310. Bullying

Definition of Bullying (as provided in ACT of 2012)

A **pattern** of one or more of the following:

- gestures, including but not limited to obscene gestures and making faces;
- written, electronic, or verbal communications, including but not limited to calling names, threatening harm, taunting, malicious teasing, or spreading untrue rumor;
- electronic communication including but not limited to a communication or image transmitted by email, instant message, text message, blog, or social networking website through the use of a telephone, mobile phone, pager, computer, or other electronic device;
- physical acts, including but not limited to hitting, kicking, pushing, tripping, choking, damaging personal property, or unauthorized use of personal property;
- repeatedly and purposefully shunning or excluding from activities;

Cyberbullying (RS 14:40.7) is the transmission of any electronic textual, visual, written, or oral communication with the malicious and willful intent to coerce, abuse, torment, or intimidate a person under the age of eighteen.

Where the pattern of behavior is exhibited toward a student, more than once, by another student or group of students and occurs, or is received by a student while on school property, at a school-sponsored or school-related function or activity, in any school bus or van, at any designated school bus stop, in any other school or private vehicle used to transport students to and from schools, or any school sponsored activity or event.

The pattern of behavior must have the effect of physically harming a student, placing the student in reasonable fear of physical harm, damaging a student's property, placing the student in

reasonable fear of damage to the student's property, or must be sufficiently severe, persistent, and pervasive enough to either create an intimidating or threatening educational environment, have the effect of substantially interfering with a student's performance in school, or have the effect of substantially disrupting the orderly operation of the school.

A report of bullying will be thoroughly investigated by school officials in a timely manner and with the highest level of confidentiality. Bullying will result in appropriate disciplinary measures. Intentionally making false reports about bullying to school officials will also result in appropriate disciplinary measures.

1311. Threats of Violence

Safety in our school is of utmost importance and one of our top priorities. When informed of possible violence or even threats of violence, Sts. Peter and Paul Catholic School will take this information seriously. The Diocese of Lafayette has a no-tolerance policy for dealing with and addressing not only real threats of violence but also those that may be considered frivolous. Even frivolous threats can disrupt the operation of the school. In the event that there is a violation of this policy by a student, the following steps will be followed:

- The student will be separated from class until interviewed by administration.
- If it is determined that a threat is serious or otherwise, the proper civil authority will be contacted; the student will be detained on campus in a safe place until parents are contacted.
- If a threat is deemed frivolous, the student will rejoin his/her class.
- If a threat or danger comes from a non-student, appropriate action will be left in the hands of the civil authorities.

1312. Smoke Free/Drug Free Zone

Sts. Peter and Paul Catholic School and the school grounds are a smoke free zone and drug free zone. No smoking including vaping is allowed on the school grounds or in any of the school buildings. According to Diocesan Policy; the use, possession or sale of alcohol or drugs by students on school premises or at school sponsored functions not on school property is prohibited.

1313. Weapons and Firearms Prohibited

Sts. Peter and Paul Catholic School prohibits the possession of weapons and firearms by any student or adult on campus or at a school sponsored function. Exceptions to this rule include law enforcement officers and their designates.

1314. Theft/Vandalism

Vandalism is defined as the willful damaging, destruction or defacing of property. This definition also applies to any deliberate tampering with or misuse of computer network services or equipment. It shall also include the willful damaging, destruction or defacing of property used by the school in conjunction with related services such as school buses, on field trips, and other school-sponsored events that may occur off-campus. Consequences and restitution will be sought

for all or part of any damages from any acts of vandalism. Acts of theft/vandalism will be investigated fully, and parents will be notified by an administrator. Students and community members are strongly urged to report incidents of theft/vandalism and to cooperate with school administrators in identifying the individuals responsible.

1315. Sexual Harrassment

Sexual harassment is unwanted or unwelcome behavior of a sexual nature as well as discriminatory remarks regarding one's sexual orientation from either another student or an adult that interferes with a student's ability to learn, study, achieve, or participate in school activities. It includes physical behaviors, verbal behaviors and nonverbal gestures.

APPENDIX

APPENDIX A: ENROLLMENT CONTRACT

I hereby agree, subject to the administration's acceptance, to enroll the registered student(s) at Sts. Peter and Paul Catholic School for the school year 2022-2023 and to abide by all rules, regulations, requirements and policies of the school as articulated in this contract, the ancillary financial forms/payment schedules and applicable handbooks (inclusive of any changes on the handbooks as may be adopted or otherwise promulgated by school administration during the applicable year), all of which are incorporated into and made a part of this contract by reference.

In consideration of the acceptance of this Enrollment Contract by the Sts. Peter and Paul Catholic School administration, I hereby agree to timely pay in full all applicable tuition and fees outlined in the ancillary forms/payment scheduled. I further acknowledge and agree that I/we shall not be entitled to a refund, reimbursement, cancellation or waiver of any tuition or fees due for payment for any reason and that I will owe a 1% per month (12% per year) charge on any unpaid balance after due.

I acknowledge and agree that: (1) all grade reports and academic transcripts are the property of Sts. Peter and Paul Catholic School and that academic transcripts will not be released until the subject account is paid in full; (2) in the case of any delinquent account, the school has the right and authority to disallow the student from taking final semester exams and participating in extracurricular activities, including athletics, until the account is paid in full; and (3) in the case of any account that is more than 90 days delinquent, the school has the right and authority to immediately cancel the student's enrollment.

I acknowledge and agree that Sts. Peter and Paul Catholic School reserves the right to pursue collection of any unpaid tuition/fees and in the event that said debt is turned over to legal counsel for collection, I am liable to Sts. Peter and Paul Catholic School for any and all costs and expenses associated with collection, including reasonable attorney fees and expenses incurred, court costs and legal interest.

I acknowledge and agree that my child(ren) is/are obligated to comply with the rules and policies of the school as set forth in orally and/or in the student handbook, or as may be adopted or otherwise promulgated by school administration during the applicable year. It is understood and agreed that Sts. Peter and Paul Catholic School reserves the right to remove a student at any time if, in the judgment of the administration, any parent and/or guardian violates the Parent/Student Handbook and/or the student fails to meet the academic standards or requirements of the school as set forth in the Parent/Student Handbook or if the student's conduct or influence, on or off the campus, is not in keeping with the standards/expectations of Sts. Peter and Paul Catholic School as reflected by its teachings, policies and rules. In the case of such removal, I understand and agree that there will be no refund or cancellation of tuition and fees incurred and owed at the time of removal.

I acknowledge and agree that in the event that my child(ren) is/are withdrawn or dismissed from Sts. Peter and Paul Catholic School, I will remain obligated to pay in full all tuition and fees due through the month of the withdrawal/dismissal.

I further agree that unless I advise you to the contrary, I hereby authorize the above named student(s) to participate in any athletic and extracurricular activities and in all school-sponsored or sanctioned field

trips. I also agree to provide medical insurance coverage for my child in the event he/she sustains injuries or illness while on campus or during a school sponsored event.

I acknowledge and agree that this document is a bilateral enrollment contract which is governed by and shall be interpreted in accordance with the obligation laws of the State of Louisiana and the venue and jurisdiction of all disputes concerning the rights or obligations of the parties created hereunder shall be in Lafayette Parish. I further agree that in the event I have reason to believe that Sts. Peter and Paul Catholic School is in violation or breach of any legal and/or contractual obligation(s) to me and/or to any student who is the subject of this contract, I shall immediately alert and notify the principal in writing of said alleged violation or breach and provide Sts. Peter and Paul Catholic School with the full details of same and a reasonable amount of time, under the circumstances, to respond and/or remedy said alleged violation or breach. I further agree that my exclusive civil remedy for any alleged violation or breach of contract by Sts. Peter and Paul Catholic School shall be strictly limited to injunctive relief and/or specific performance and that I am not entitled to a refund or cancellation of any tuition and/or fees paid or owed, nullification or voiding of this contract, or monetary damages for any alleged or actual breach of contract on the part of Sts. Peter and Paul Catholic School, its employees, agents, volunteers or associated parties. I further waive any and all claims to recover monetary damages for breach of contract against Sts. Peter and Paul Catholic School and agree that Sts. Peter and Paul Catholic School shall not under any circumstances be obligated to pay monetary damages or issue a refund and/or cancellation of any tuition and/or fees as the result of or in connection with any alleged or actual contractual violation or breach on the part of Sts. Peter and Paul Catholic School.

I agree that this written and signed document contains the totality of the contractual enrollment between myself and Sts. Peter and Paul Catholic School. I further agree that in the event that any term, provision or clause in this contract is held to be void, null or otherwise unenforceable by a court of proper venue and competent jurisdiction, the validity and enforceability of the remaining terms, provisions and clauses shall not be affected thereby, and each term, provision and clause of this contract shall be valid and enforceable to the fullest extent permitted by law.

The following options must be selected on the electronic form each year.

____ ☐ **Consent to publish.** I hereby authorize and give full consent, without limitations or reservations, to Sts. Peter and Paul Catholic School to submit, publish and/or cite, in whole or in part, any photographs, artwork, videos, written work, and voice recordings that the above student creates, and/or in which the above student appears, in school publications, including but not limited to newsletters, advertising, brochures, press releases and the school's social media and websites. These media items may be used in perpetuity. All media shall be the school's property, solely and completely. Further, I hereby permit the school to notify the media of my child's academic, athletic, and other special achievements, and share the aforementioned items, where applicable.

____ ☐ **Refusal to publish.** I do not give permission to Sts. Peter and Paul Catholic School to use the image of my child or my family in materials distributed by Sts. Peter and Paul Catholic School.

**Sts. Peter and Paul Catholic School is owned and operated by The Congregation of Sts. Peter and Paul Roman Catholic Church, Scott, Louisiana.*

APPENDIX B: TECHNOLOGY ACCEPTABLE USE POLICY

The purpose of this document is to set guidelines for exploring and using the Internet resources to enhance learning and teaching activities. Acceptable use of these resources shall be consistent with the philosophy, goals, and objectives of the school. Appropriate use of technology will be discussed with the students by teachers and the technology coordinator. Students are expected to report any incident that breaches the Acceptable Use Policy immediately.

Lease to Own Program: The new program each year will provide all incoming 3rd graders with a new Chromebook which will remain with that student until the end of their 8th grade. At this time (completion of 8th grade year) the device belongs to the student/family. The device is the property of the school until the end of the 8th grade school year and should not leave the school campus. This ensures the constant upgrade of digital tools and devices.

Sts. Peter and Paul Catholic School utilizes an application which allows the school to view web searches students have accessed while they are logged on to their Sts. Peter and Paul Catholic School account and school computers. While our primary interest is in what students view and access while they are at school, please be aware that the application will produce a list of all websites and searches conducted on any computer while students are using their Sts. Peter and Paul Catholic School account.

****Misuse of technology is considered a major infraction and will result in appropriate disciplinary measures. This applies to any and all devices on Sts. Peter and Paul Catholic School campus regardless of ownership.****

Technology used at Sts. Peter and Paul Catholic School:

Acceptable Use: Students shall:

1. Respect the privacy of files of other students.
2. Practice appropriate copyright procedures.
3. Use the Internet for educational purposes only.

Unacceptable Use: Students shall not:

1. Access the Internet without a faculty or staff member in the classroom.
2. Use a device that is logged on by another student or teacher without permission.
3. Visit Internet sites that contain obscene, hateful, or other inappropriate materials.
4. Disclose any password or login name to another student or person.
5. Install or download any software without first consulting the teacher.
6. Mishandle any technology that can or does result in damage requiring repair.
7. Post pictures, which include emblems, logos, or uniforms identifying Sts. Peter and Paul Catholic School, on any non-school website or social networking sites, including but not limited to, Facebook, Instagram, Snapchat, etc.
8. Store personally identifiable data (or any data that may be used to identify an individual) on a school laptop.
9. Post inappropriate comments or pictures on social networking sites including, but not limited to, Facebook, Instagram, Snapchat, etc.
10. Identification labels must not be removed. Including but not limited to, inventory label, state label, school label, etc.

APPENDIX C: DIOCESAN SOCIAL MEDIA POLICY

INTRODUCTION

The Diocese of Lafayette and its affiliates recognize that, with the increasing prevalence of the Internet in the world today, clergy, employees, and volunteers will use the Internet to conduct ministry, educate, and communicate with the faithful, associates and friends. Social media in particular, provides various ways for individuals to interact and has changed the way we communicate and share information. The Diocese encourages pastors, principals and administrators to support the use of social media and give clergy, employees, and volunteers the necessary training and tools to interact safely and responsibly online. Those using social media must be aware that certain comments and information can misrepresent the positions and activities of the Church, Diocese of Lafayette, and its affiliates. Clergy, employees, and volunteers are required to adhere to the following policy regarding social media for evangelization, education, and personal use, including but not limited to: social networks, text/instant messaging, websites and blogs.

Social Media-Diocese of Lafayette and Affiliates

The Diocese supports the use of social media tools as a means to conduct ministry and education. Social media is a powerful tool; therefore, sites affiliated with diocesan institutions (parishes, schools, offices, etc.) may not be used for: 1) conducting outside business 2) defaming the character of any individual or institution 3) misrepresenting the positions or activities of the Diocese of Lafayette or its affiliates 4) divulging any personal information, particularly about minors that would jeopardize their safety or well-being in any way. Supervisors who approve individuals to create a website are responsible for monitoring the website.

Social Media-Personal Use

The Diocese of Lafayette and its affiliates recognize clergy, employees, and volunteers may create personal websites, blogs and social media identities (pseudonym, alias or handle i.e. @thegospeltruth) as a medium of self-expression, i.e. not a direct extension of church ministry or work. However, clergy, employees, and volunteers must recognize that anything published on a personal website is effectively available to the public. Any information that misrepresents the positions and activities of the Church, the Diocese of Lafayette and its affiliates is prohibited. Personal sites used for diocesan work, ministry, or education are subject to monitoring by their supervisor or designees. Reference should be made to pertinent canon law (see especially canons 220, 666, 747, 761, 779, 804, 822, 1063, and 1369), state and federal law, the professional code of conduct, employee policies, and contracts. Clergy, employees, and volunteers who are identifiable as affiliated with the Diocese of Lafayette are required to put the following notice in a reasonably prominent place on their personal website:

“The opinions expressed here are those of [name of person] alone. This site operates independently and is not associated with the Diocese of Lafayette or [name of parish/school].”

Protection of Minors

Clergy, employees, and volunteers are prohibited from posting or distributing personal, identifiable information, including photos and/or videos, of any minor without verifiable consent of a parent or guardian. Personal identifiable information includes full name, photos, home address, email address, telephone number or any information that would allow someone to identify or contact a minor. Verifiable consent will take the form of a signed release/permission form from a parent/guardian. Ministry, educational, and personal websites may involve the use of a username and password to access all or portions of the site. In the event that clergy, employees, or volunteers, subject to approval by the Diocese of Lafayette or its affiliates, gives a minor access to a website that is not otherwise openly accessible to the public, that same access must also be provided to the minor’s parent/legal guardian. Social media at times involves the interaction between adults and minors, therefore, two (2) Safe Environment certified adults must have unrestricted access to monitor these types of communication, and at least one (1) of the two (2) adults must be employed by the institution (diocesan office, parish, school etc.).

Confidential and Proprietary Information

Clergy, employees, and volunteers are prohibited from disclosing information that is understood to be private property or privileged according to the norms of canon law, state and federal law, diocesan policy, the professional code of conduct and contractual obligations.

Trademarks and Logos

Personal use of trademarks and logos that are protected intellectual property of the Diocese of Lafayette and its affiliates is prohibited.

Inappropriate Material

It is prohibited to post immoral and otherwise inappropriate material via social media. Inappropriate material includes but is not limited to: obscene, harassing, offensive, derogatory, defamatory, or sexually explicit comments, links, or images/video. Reference should be made to pertinent canon law (see especially canons 220, 666, 747, 761, 779, 804, 822, 1063, and 1369), state and federal law, the professional code of conduct, employee policies, and contracts.

Enforcement

Failure to comply with any of the provisions of the Social Media Policy will be grounds for discipline, up to and including termination or removal from position. The Diocese of Lafayette and its affiliates reserve the right to make changes to this policy at any time, at its sole discretion, and interpret and administer the policy in light of changing circumstances and events. The Diocese of Lafayette gratefully acknowledges the generosity of the United State Conference of Catholic Bishops, the Archdiocese of Cincinnati and the Diocese of Dallas, in granting the use of its social media policies and guidelines as a resource in the development of this policy.

APPENDIX D: SEXUAL IDENTITY POLICY

Sts. Peter and Paul Catholic School is committed to providing a safe environment that allows students to develop and prosper academically, physically and spiritually, consistent with Roman Catholic teachings and principles affirming that the body reveals each person as male or female and that the harmonious integration of a person's sexual identity with his or her sex is an expression of the inner unity and reality of the human person made body and soul by God and in the image and likeness of God. In fulfillment of these religious truths, our Roman Catholic educational environment shall reflect a relation to persons (including name and pronoun usage, uniforms, access to facilities and overnight accommodations, and eligibility for single-sex curricular and extracurricular activities) that is respectful of and consistent with each person's God-given sexual identity and biological sex at birth.

Recognizing that each person is created in the image and likeness of God ensures that dignity is safeguarded and safe environments are fostered. When parents send their children to Roman Catholic schools and when persons choose careers in Roman Catholic education, they should expect an environment consistent with the truth that God-created sexual identity speaks to His vision for each person's relationship to Him, oneself and others. Behavior and expressions of a person's sexual identity within the school environment that are inconsistent with these principles and/or which cause disruption or confusion regarding Roman Catholic teachings on human sexuality are prohibited. The full cooperation with this policy of school officials, faculty, parents and students is required and a condition precedent to the continued enrollment of each student and the continued employment of each employee, and the enforcement of this policy by the school is deemed a spiritual mandate.

(For further reading, please see *Male and Female He created Them: Toward a Path of Dialogue on the Question of Gender Theory in Education*, Congregation for Catholic Education, published on June 10, 2019)

APPENDIX E: ATHLETIC HANDBOOK

Athletic Program Philosophy

We look to our patrons, St. Peter and St. Paul to help guide us to promote our faith through our athletic program. We encourage each student to find their God-given talents both on and off the athletic field. Every student athlete will be included in every aspect of team membership. Our ultimate goal is to live our Christian faith through our actions, while also providing students with real life situations of success and adversity.

Athletic Program Purpose

The athletic program provides students with the opportunity to improve their skills in specific sports through practice and competition, outside of regular school hours.

Athletic Prayer

I thank you O God for giving me a body which is fit and strong, and for making me able to use it well. When I compete with others, help me, win or lose, to play fair. When I win, keep me from boasting. When I lose, keep me from making excuses. Help me to live so that I will always have a healthy body, and a healthy mind. In the Lord's name, I pray. Amen. Saint Sebastian, pray for us.

"Athletic competition develops some of the noblest qualities and talents in people. They must learn the secret of their own bodies, their strengths and weaknesses, their struggles and breaking points. They must develop the capacity to concentrate and the habit of self-discipline through long hours of exercise and fatigue as they learn to take account of their own strength. They must also learn how to preserve energy for the final moment when victory will depend upon a burst of speed or a last push of strength."

- Pope John Paul II

Warning of Inherent Risk/Dangers of Athletic Competition

Participation in athletics includes the risk of injury, which may range in severity from minor to serious injury. Although serious injuries are not common in supervised programs, it is impossible to eliminate the risk. Each student athlete chooses to play with the awareness of risk of injury.

Sport Offerings (subject to change)

Sts. Peter and Paul Catholic School will offer a variety of sports and will participate in sports which have adequate student interest. If a sport does not meet the necessary number of players to compete, the sport will not be offered that season.

Fall Sports	Spring Sports
Volleyball (Aug-Oct) Flag Football (Sept-Oct) Tackle Football (Sept-Oct) Cross Country (Sept-Oct) Basketball (Nov-Jan) Soccer (Dec-Jan)	Baseball (Feb-Mar) Softball (Feb-Mar) Track (Feb-Mar) Golf (Mar-Apr) Cheer (year-round)

Participation Policy

The following items will be considered with the final decision being made by the principal for participation in extracurricular activities offered by Sts. Peter and Paul Catholic School.

1. Students must maintain a Satisfactory conduct standing with a grade above 80%. Major infractions at school may result in reduced playing time or game suspensions.
2. Students must maintain a cumulative average above 70% in all academic subjects for each quarter and a grade point average of 2.0. Students wishing to participate in athletics must meet the criteria in items 1 and 2 above at the **beginning** of the respective season (previous quarter grades reviewed) for the duration of that particular sport.
3. Students must be present at school for at least half a day to be eligible to participate in any extracurricular function held that evening.
4. A student's tuition may not be delinquent for 30 or more days.
5. Tryouts may occur when there is enough interest for us to be able to have two teams or too many are interested for just one team (7th and 8th grade only). There will be three one hour practices in which student athletes will be evaluated by non-partial adults.

Fees

A participation fee for each sport is set annually by the principal and Athletic Director. The fee must be paid prior to the first game for that sport. Fees may vary by sport depending on costs associated with league fees, equipment fees, uniform fees, etc. Fees are non-refundable once charged.

Sign Ups

Announcement of interest survey will be sent via email by the Athletic Director to parents at least one month before the sport begins. A deadline for sign up will be enforced to ensure adequate preparation for participation, selection of coaches, scheduling of practices, etc.

Required Documentation

All athletes must have the following forms on file before play begins:

- **Signed Athletic Contract**-Each parent or guardian and athlete shall read all of the enclosed material and certify that they understand the athletic eligibility, rules and policies of the school. This signed document will be filed with the Athletic Director.
- **Medical Release Authorization**-Each athlete's parent shall complete an emergency Medical Release Authorization form, giving permission for treatment by a physician or hospital when the parent(s) are not available. The form will be kept with each coach so that they are available at each practice and game.

Coaches

Coaches are solicited from the parent pool on a voluntary basis. Every sports team must have a minimum of two coaches for supervision and Safe Environment Protocol. Before coaching, each adult must have been fingerprinted through the Diocese of Lafayette and have current Safe Environment training.

Communication

All preseason information with the Athletic Director is communicated via school email. Assigned coaches may choose to communicate with parents by email or through a text application such as GroupMe or Remind. The Athletic Director is to be included on all correspondences. Parents are responsible for checking communication regularly.

Practices

Once a team roster is finalized, players' names and contact information will be given to the assigned coach. Coaches are responsible for scheduling sufficient practices before and during league play. This will be communicated to the Athletic Director as well, however, parents and athletes should contact the coach, not the Athletic Director regarding practices and games. Coaches will not practice or play on Sunday, unless approval has been granted by the Principal and the Athletic Director.

When practices are held on campus, the coach is responsible for securing a gate code or key, supervising all players at all times, and assuring the campus is clean and secured after practice, including all gates and doors.

Transportation

Transportation to/from practices and games is the sole responsibility of the parents. Please ensure that your student-athlete is picked up promptly at the end of each practice/game.

Uniforms

Uniformity equals unity; therefore, all players are to be in full proper uniform at games as determined by the Athletic Director and assigned coaches. Dress for practices should be conducive to proper practice to avoid injury.

Cancellation of Games

In the event of a cancellation of games or practices, the coach will contact his or her players as soon as possible. However, if there is a school cancellation due to inclement weather, it should be presumed that all school sponsored events and extracurricular activities will be canceled for the day. Scheduled practices on school closure days should be considered canceled unless the coach contacts players to schedule a voluntary practice.

Safe Environment- Campus Safety

According to Diocesan Policy “A Safe Environment for the Protection of Children and Young People” provides Sts. Peter and Paul Catholic School with a means of monitoring more closely everyone who has direct contact with our students. The program educates the adult leaders of Sts. Peter and Paul on recognizing the signs of abuse. The following applies to anyone who has contact with students:

- A mandatory training session for all volunteers who have contact with Sts. Peter and Paul students (Initial Certification 2 hour session).
- A criminal background check along with fingerprinting will be conducted on all coaches who have contact with our children. Checks will be repeated every 5 years.
- Mandatory safe environment training of ALL volunteers, coaches, must be updated yearly. Recertification may be completed at Virtus.org.

Concerns

Occasionally the student athlete, parent or coach may have a question, a suggestion or a problem relating to the student’s involvement in the athletic program. Prompt, open communication is important when this occurs and can usually resolve the situation before it becomes a major issue. The recommended sequence for this communication is as follows:

- A. The STUDENT ATHLETE and the COACH should discuss the situation / issue.
- B. If not resolved, the COACH, the PARENTS, and possibly the STUDENT ATHLETE should meet to talk about the issue.
- C. If the issue is still not resolved, the PARENTS, the STUDENT ATHLETE, the COACH, and the ATHLETIC DIRECTOR should meet to talk about the issue.
- D. If still not resolved, the PARENTS, the STUDENT ATHLETE, the COACH, the ATHLETIC DIRECTOR and the PRINCIPAL should meet to discuss the issue.

Athletic Director Responsibilities

- Assist in the selection of the coaching staff with the principal.
- Manage purchasing decisions for equipment and uniforms.
- Solicit players via parent email at least one month before all sports.
- Submit player names to principal and bookkeeper for sports roster and billing.
- Attend league meetings and communicate discussions with coaching staff, committee chairpersons, and principal.

Coaches Responsibilities

- Be aware of and adhere to the diocesan and Sts. Peter and Paul athletic guidelines.
- Apply discipline in a fair, firm and positive manner consistent with the Sts. Peter and Paul School Athletic Philosophy. Treat all student athletes fairly with respect and dignity.
- Be up to date with Safe Environment training and required background check.
- Communicate with the athletes and parents at least once before the season begins and explain all rules regarding practices, play, uniforms, etc.
- Teach fundamental techniques and skills that enable the student athletes to develop to their fullest potential.
- Organize and schedule practice sessions on a regular basis with the idea of developing the athlete's greatest potential. Give all student athletes equal coaching time and encouragement.
- Model good sportsmanship whenever coaches are with student athletes or representing the school as a coach. Avoid the use of inappropriate language, loss of temper, etc.
- Be present for all practice sessions and games. When this is not possible, the coach should find a qualified adult replacement (assistant coach or commissioner) to coach the team. The adult must be safe environment trained and have cleared fingerprinting. If unable to find a replacement for a practice or game, notify the athletic director.
- Be responsible for the safety and behavior of the athletes from the time they arrive for a practice or game until the time they leave the school premises. Students should not be allowed to remain after sessions without adult supervision.
- Personal appearance, dress and physical condition must be exemplary and project professionalism. Wear SPPS Athletic Knight apparel to identify as the coach.

Athletic Committee Responsibilities

- Advise on the extracurricular, athletic activities offered to students.
- Coordinate fundraising activities for the athletic program in an effort to become self-sufficient and build funds for future athletic facilities.
- Monitor the effectiveness of programming and give feedback to improve and sustain program quality.
- Promote a positive image of all school athletic programs.
- Meet at least four times an academic year to discuss program progress.

Athlete Responsibilities

- Abide by the eligibility standards, fulfilling academic requirements.
- Abide by the rules and instructions of the coaches and other supervising adults. Show respect for all buildings, equipment and uniforms used during athletic season.
- Adhere to all game rules of play and accept the decisions of the referees.
- Participate in practices and games, being prompt and attentive for both. Notify the coach if they are not going to be able to attend a practice or a game; excessive absenteeism may result in reduced playing time or game suspensions.
- Conduct themselves in a spirit of good sportsmanship.

Parents/Guardians Responsibilities

- Encourage athletes to perform to the best of their ability and to respect teammates, coaches, opponents, and officials.
- Ensure timely compliance with the requirements to participate in the athletic program, including but not limited to: Forms, Fees, and Uniforms upon deadline dates.
- Reinforce student commitment to the team and focus on the success of the team.
- Volunteer their time to benefit Athletic Programs.
- Discuss any complaints with the coach (Make an appointment away from the game and practice site after a 24-hour cooling-off period) and attempt to resolve them at that level before bringing them to a higher level.

Smoke Free Zone

Sts. Peter and Paul Catholic School and the school grounds are a smoke free zone. No smoking or vaping is allowed on the school grounds or in any of the school buildings.

Drug Free Zone

Sts. Peter and Paul Catholic School and school grounds are a drug free zone as per State Statute. According to Diocesan Policy; the use, possession or sale of alcohol or drugs on school premises or at school sponsored functions not on school property is prohibited.

Weapons and Firearms Prohibited

Sts. Peter and Paul Catholic School prohibits the possession of weapons and firearms by any student or adult on campus or at a school sponsored function. Exceptions to this rule include law enforcement officers and their designates.

ATHLETIC CONTRACT

Please sign the applicable statements below to acknowledge that you have received and read the Athletic Handbook and that you agree to abide by the policies and philosophy of Sts. Peter and Paul Catholic School. Please return the completed form to the Athletic Director to be eligible for participation.

School Year: _____ Athlete's Name: _____

I. PARENT AND ATHLETE(S) We, athlete(s) and parent, understand that participation in athletics involves the possibility of a serious injury. In consideration of our child(ren)'s opportunity to participate in this program, we, the parents, individually and on behalf of our child(ren) expressly assume any and all risks associated with and arising from such participation, including, but not limited to, bodily and emotional injury at practice, competitive events, and any other related activity, including transportation to and from any event. We hereby release the Diocese of Lafayette and Sts. Peter and Paul Catholic School, and all of their agents, from any and all liability for any such injury or damage. We will provide the required Emergency Medical Authorization to the coach. We will abide by the rules, the handbook, and the direction of game officials.

Athlete's Signature & date signed

Parent's Signature & date signed

II. PARENTS' CODE OF ETHICS I will place the emotional and physical well-being of my child ahead of any personal desire to win. I will demonstrate the Christian values of self-restraint, fair play, and sportsmanship in my treatment of others at every game, practice sessions, or other events. I will ask my child to treat all players, coaches, fans, and officials with respect regardless of race, sex, or ability. I will demand a drug-, alcohol-, tobacco-, and weapon-free sports environment for my child and agree to assist by refraining from their possession and/or use at all events. I will do my best to make my child's involvement with youth sports a positive experience, while always remembering that the game is for the development and enjoyment of the youth—not the adults. I have read the above "Code of Ethics" and understand that my (our) failure to uphold any of these statements may lead to disciplinary action by the Sts. Peter and Paul Catholic School Athletic Committee, which may include, but is not limited to, the forfeiture of my right to watch my child participate in athletic events.

Parent's Signature & date signed

Parent's Signature & date signed

III. ATHLETE'S CODE OF ETHICS I will strive to give my best to the team in every practice and every game. I will be on time for all practices and games. I will not miss a practice or game because of another outside sport or extra-curricular activity unless approved by the coach or Athletic Director. This experience is an opportunity to learn not only a sport (or sports) but also teamwork with all its inherent responsibilities. There will be times when I will follow someone's lead and there will be times when I must assume that lead – I will always strive to make a contribution to my team. I will take my coaches' directions and comments as constructive suggestions, which make me a better athlete and my team a successful unit. Practice is where I learn the concepts of the game. How I apply those concepts in mind and body in practice will carry over into the game situation. I will always play hard, but always will be a fair sport whether we are winning or losing the game, realizing that everyone on my team and my opponent's team is playing for fun and the competitive experience. I will carry these principles to my schoolwork and my family life with the realization that these are of greatest importance and take precedence to any sport. I will be an example of Christ in all my actions on and off the field/court of competition.

Athlete's Signature & date signed

Medical Release Authorization

Student Name _____ School Year _____ Grade Level _____

It is understood that consent is given in advance of any emergency, diagnosis, or treatment required while the student is participating in sports activities and that this Medical Release Form authorizes designated school personnel or coaching staff to exercise their best judgment should action be warranted to ensure students' safety, life, and health. This form should be signed and will be kept with designated school personnel during the sports activities.

General Information

Allergies to food, medication, other _____

Specific Medical Problems _____

Date of last tetanus _____

Physical handicaps or limitations _____

Other (please be specific) _____

If any medication is currently being taken, provide the following information

Name of medication(s) _____

Prescribing Physician _____

Physician's Office Telephone _____

Physician's Home Telephone _____

Medical Information (will be used only in case of an emergency)

Insurance Company Name _____

Name of Insured _____

Policy Number _____

Group Number _____

Should there be an emergency, contact

Person _____

Relationship _____

Work Telephone _____

Home Telephone _____

Home Address _____

Employer and Address _____

_____ I hereby give permission for _____ to receive immediate medical treatment as required in the judgment of the attending physician. Notify me and/or person(s) listed above as soon as possible.

_____ I do not give permission for medical treatment until I have been contacted.

Signed _____

Date _____